



## CITY OF NEWPORT BEACH Board of Library Trustees Agenda

Newport Beach Public Library  
1000 Avocado Avenue, Newport Beach  
December 15, 2014 – 5:00 p.m.

### ***Board of Library Trustees Members:***

Robyn Grant, Chair of the Board  
John Prichard, Vice-Chair of the Board  
Eleanor Palk, Secretary of the Board  
Jill Johnson-Tucker  
Jerry King

### ***Staff Members:***

Tim Hetherton, Library Services Director  
Dave Curtis, Library Services Manager  
Elaine McMillion, Administrative Support Specialist

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#### **1) CALL MEETING TO ORDER**

#### **2) ROLL CALL**

#### **3) PUBLIC COMMENTS**

*Public comments are invited on agenda items. Speakers must limit comments to five (5) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.*

#### **4) APPROVAL OF MINUTES – Draft November 17, 2014 Minutes**

#### **5) CURRENT BUSINESS**

*All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.*

##### **A. CONSENT CALENDAR**

1. **Customer Comments** - Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** - Monthly update of library events, services and statistics.
3. **Expenditure Status Report** - Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.
4. **Board of Library Trustees Monitoring List** - List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

## **B. ITEMS FOR REVIEW AND POSSIBLE ACTION**

1. **Adult and Reference Services Update** – Staff will provide an update of the most recent and future activities.
2. **Additional Space for Expressive Use – Amended Policy** – Staff will present the amended policy for review and approval.
3. **Display and Distribution of Materials in Library Policy** – Staff will present the red-lined revisions discussed at the November 17, 2014 meeting for review and approval.
4. **Retail Space in 2<sup>nd</sup> Floor Expansion** – Discussion of potential tenants and issues associated with finding a tenant, as suggested by the Board at their November 17, 2014 meeting.
5. **Review 2015 Holidays - Meeting Schedule** – Staff will provide a list of monthly meetings and 2015 holidays.
6. **Arts Master Plan** – Discussion and update as requested at the November 17, 2014 meeting.
7. **Corona del Mar Branch Project Update** – Staff will report on recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar. (Committee liaisons: Vice Chair Prichard, and Trustee King)

## **C. MONTHLY REPORTS - No written reports created prior to the Board of Library Trustees Meeting**

1. **Library Services Director Report** - Report of Library issues regarding services, customers and staff.
2. **Friends of the Library Liaison Report** - Trustee King's update of the most recently attended Friends of the Library Board's monthly meeting.
3. **Library Foundation Liaison Report** - Chair Grant's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.
4. **DSLIS Liaison Report** - Secretary Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.

## **6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

## **7) PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

## **8) ADJOURNMENT**

This Board of Library Trustees is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or [cityclerk@newportbeachca.gov](mailto:cityclerk@newportbeachca.gov).

**CITY OF NEWPORT BEACH**

**Board of Library Trustees  
Meeting Minutes  
November 17, 2014 – 5:00 p.m.**

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**CONVENED AT 5:00 p.m.**

**1) CALL MEETING TO ORDER** – Chair Robyn Grant called the meeting to order.

**2) ROLL CALL** – Roll call by Administrative Support Specialist Elaine McMillion

Trustees Present: Chair Robyn Grant, Vice-Chair John Prichard, Secretary Eleanor Palk, Jill Johnson-Tucker, Jerry King

Staff Present: Library Services Director Tim Hetherton, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Youth Services & Branch Coordinator Debbie Walker, Adult Services Coordinator Natalie Basmacian, Administrative Support Specialist Elaine McMillion, Literacy Program Coordinator Cherall Weiss

**3) PUBLIC COMMENTS**

No public comments.

**4) APPROVAL OF MINUTES**

**Motion** made by Trustee King and seconded by Vice Chair Prichard and carried (3-0-2-0) to approve the minutes of Monday, October 20, 2014 with revisions as noted.

AYES: Grant, Prichard, King

NOES: None

ABSTENTIONS: Palk, Johnson-Tucker (not in attendance at the October 20 meeting)

ABSENT: None

**A. CONSENT CALENDAR**

1. **Customer Comments** – *Monthly review of evaluations of library services through suggestions and requests received from customers.*
2. **Library Activities** – *Monthly update of library events, services, and statistics.*
3. **Expenditure Status Report** – *Monthly expenditure status of the Library's operating expenses, services, salaries, and benefits by department.*
4. **Board of Library Trustees Monitoring List** – *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

Customer comments were reviewed. The Board complimented staff on their responses. The Board of Library Trustees Monitoring List was reviewed and will be updated for the December 15, 2014 meeting.

**Motion** made by Vice Chair Prichard and seconded by Secretary Palk and carried (5-0-0-0) to approve the Consent Calendar Items as presented, including recommended revisions to the Board of Library Trustees Monitoring List as discussed.

AYES: Grant, Prichard, Palk, Johnson-Tucker, King  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

## **B. ITEMS FOR REVIEW AND POSSIBLE ACTION**

### **1. Literacy Program Update**

Literacy Council President Jason Brady began the update by noting that the budget is just over \$100,000, some of which is due to the successful fundraising luncheon featuring author Lisa See, and through the Friends of the Library and the NBPL Foundation donations. It has been a great year for the Literacy Program. Newly appointed board members have shared ideas to help enhance publicity and fundraising efforts through social media. Literacy Program Coordinator Cherall Weiss noted that from the funds donated by the NBPL Foundation through the *Pitch an Idea* Program, an online computer orientation program is being created, and will hopefully help to bring in more tutors.

Currently there are 148 learners and 105 active tutors, and additional tutors are needed. This past year over 200 of the community's adult learners were assisted through the Literacy Program. There were over 9,000 volunteer hours contributed which equates to approximately \$200,000. This has helped in making this program such a huge success. Jason Brady noted that the goal is to continue building on the strong relationships with staff and support groups. The floor was opened for questions and further discussion which included what a LinkedIn social networking presence pertained to (recruiting volunteers). The Board thanked Jason Brady and Cherall Weiss for their presentation.

### **2. NBPL Public Give-Away Shelf Policy**

Director Tim Hetherton noted the proposed revisions as presented in the provided staff report. The revisions were suggested as a way to provide non-governmental agencies permission to display their helpful and informative materials on the information shelves at all four Library locations. Currently these shelves are limited to materials provided by the City of Newport Beach, the County of Orange, the State of California or the United States government. The current policy precludes materials provided through entities such as Hoag Hospital, who often provide informative materials that would be beneficial to the community. Discussion continued. Suggestions were made in rewording this policy so the materials that are allowed remain at a discretionary level, and so that there is sufficient display space for the amount of materials received. It was agreed that staff would red-line the suggestions made at this meeting and present them for review at the December 15, 2014 Board of Library Trustees meeting.

### **3. Corona del Mar Branch Project Update**

A staff report was provided along with several handwritten surveys which were received from the community. The written surveys were similar to the online survey results received through the Library's website. Copies of the blank survey forms were made available at the OASIS Senior Center and the Corona del Mar Branch Library. The Board offered suggestions, some of which included expanding the shelving at this branch which would provide more physical space for the possible increase in materials, and for the current collection provided. Staff will inform the Board of the scheduled City meetings on this project so that they may attend and contribute their ideas if they wish to do so.

#### **4. Retail Space in 2<sup>nd</sup> Floor Expansion**

Director Hetherton gave an update on the second floor vacant retail space located across from Bistro 24 in the Central Library. The City Community Development Department has identified two potential tenants for this space which include a local travel agency and a local arts organization. Discussion continued and included suggestions for potential tenants. The Board asked staff to review these suggestions with pertinent City staff and bring the information back to the December 15, 2014 Board of Library Trustees meeting for discussion.

#### **MONTHLY REPORTS**

##### **1. Library Services Director Report**

Director Hetherton attended the Newport Beach Author's Workshop and Book Fair where he spoke to the audience on the topic, *the state of the book*. This event supports new and experienced writers. Those in attendance learned ways in which to publish and promote their own work. Many authors donated their books to the Library and these were given to the Collection Development staff for review and possible inclusion into the Library's collection. Tim also attended the Corona del Mar Chamber of Commerce meeting to discuss the planning on the proposed Corona del Mar Branch Library and City Fire Station joint use facility, and shared the direction that the Library wants to go in.

##### **2. Friends of the Library Liaison Report**

Trustee King attended the most recent Friends of the Library Board Meeting where the president gave a report and reviewed the most recent revisions made to the Friends of the Library By-Laws which were last revised in 2009. Plans are being discussed about the installation of a computer in the Bookstore work room. Book sales have been very good, and there was dialogue on charging two dollars instead of one dollar per bag at the book sales. Their December meeting will not be held as they will be off-site at their annual Friends of the Library Volunteer Holiday Luncheon.

##### **3. Library Foundation Liaison Report**

Chair Grant did not attend the last meeting held on November 10<sup>th</sup>, and asked Director Hetherton who was in attendance at that meeting to give a report. The Foundation will hold their off-site retreat in January 2015, where they will swear in their new president Dorothy Larson. They discussed their brand and programming, plans to hold a large fundraiser in conjunction with the 20th anniversary of the Witte Lecture Series, and potential program concepts. Tim updated them on the plans to replace the carpet in the Friends Meeting Room, signage in the hallway leading to the Media Lab, and the redesign of the lobby and Popular Library area. He also noted that the new City Council Members will be officially appointed at the December 9, 2014 City Council Meeting.

##### **4. DSLS Liaison Report**

Secretary Palk gave a review of the Jonathan Franzen lecture that was held in the Friends Meeting Room on October 25, 2014. She noted that there were mixed reviews from attendees. The next lecture will be held on January 23, 2015. Sarah Kay and Phil Kaye founders of *Spoken Voice* will use spoken word poetry to entertain, educate and inspire attendees.

##### **6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

- NBPL Public Give-Away Shelf Policy – Staff will provide a report at the next meeting to review the revisions as discussed at this meeting.

- Vacant Space Across from Bistro 24 – Update on the potential use of the space located on the second floor of the Central Library as discussed at this meeting.
- Arts Master Plan - The Board asked that this item be put on the next agenda for discussion. Staff will provide a copy of the submitted plan by email prior to their December 15, 2014 meeting. It was noted that City Council will review this plan at the November 25, 4:00pm Study Session. The Board was urged to attend, and prior to attending, review section 7.1 of the Arts Master Plan.

## 7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher noted that the policy of allowing the public to speak on agenda items only at the beginning of the meeting, before the discussion is heard on the agenda items, is unrealistic. He spoke on Agenda Item B.2., and noted that the current policy is restrictive and vague. He suggested clarification on allowable 501(c) 3 organizations, and that those that provide materials, also provide an expiration date on them in order to help in disposing of outdated items. He agreed with the Board on supporting only institutions that support the Library's cultural, informational and educational mission rather than subsidizing a retail operation in the 2<sup>nd</sup> floor space as discussed in Agenda Item B.4.

## 8) ADJOURNMENT – 6:22 p.m.

Submitted by: \_\_\_\_\_  
Approval of Minutes



**NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS  
NOVEMBER 2014**

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>1</u> <u>11/5/2014</u> <u>Comment Form - Email</u> <u>Melissa Kelly</u> <u>Support Services Manager</u> <u>11/5/2014</u></p>	<p>How do you sign up for membership and how much is it.</p>	<p><u>Melissa Kelly responded via email as follows:</u> Welcome to the Newport Beach Public Library. To get a Library card, please come to any of the Libraries in Newport Beach and complete a Library card application and get your card. You will need to bring current form of ID with your picture and something that has your current mailing address on it. There is no charge for the card if you are a California resident. Once you have the card, you can use it immediately. You can begin the register process on our website <a href="http://www.newportbeachlibrary.org">www.newportbeachlibrary.org</a>. On the right side of the screen there is a link to "Get a library card" under the large letters MY ACCOUNT. This registration will allow you to use the catalog and place holds, but you will need to come into one of the Libraries to complete the application and get the physical card to check out materials.</p>
<p><u>2</u> <u>11/3/2014</u> <u>Comment Form - Email</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>11/3/2014</u></p>	<p>I have been coming to this library for many years. And now I seem to come upon problems with our personnel, repeatedly, for which I am being singled out. This message refers to one specific male librarian here at Central, whose name I don't recall. I was told by two male librarians several weeks ago - when laptops were all checked out - that, "There is no waiting list." I told them I thought there was one, but, they just stood there unresponsive. However, more recently, my laptop was shut down while I was using it. As it turns out, another patron was on a waiting list; was given a sort of beeper-type instrument and was waiting at the librarian's desk for my return. Clearly you have a waiting list policy as you do with the other computers. Clearly, the men lied to me in saying there was no such thing. Again, even more recently, I was given a computer which was shut down after spending a short amount of time on it. I was told by one of the same, elderly male librarian (relative to the others) that my CDL was expiring 10/25/14 and that I could not check out a lap top. Again, I was singled out. I've heard librarians ask for, "photo I.D." not CDLs specifically. I have other photo I.D. so this should not have been at issue. Clearly, this particular male librarian has issues with me and he is clearly singling me out. My oncologist made it extremely clear after completion of my cancer treatment that I should avoid close proximity to others when at all possible. This is what I'm trying to do. Please respond at your convenience. You have my e-mail address, here's my phone number: (—) ——. Thank you!</p>	<p><u>Dave Curtis responded via email as follows:</u> Good Afternoon, I am so sorry that your experiences with our laptops have not been satisfactory. I apologize for any misunderstandings about our policies in regard to laptop use, especially when there is a wait for these popular devices. Here is a handy link to the policies: <a href="http://newportbeachlibrary.org/about/policy/laptopipadpolicy">http://newportbeachlibrary.org/about/policy/laptopipadpolicy</a> I want to point out also, that there are lpads available for use in addition to the laptops. Perhaps an Ipad may be a convenient option for you if all laptops are tied up. I hope that your future visits are pleasant and that your laptop use goes smoothly. Thank you for bringing the issues to our attention, Dave</p>
<p><u>11/3/2014</u></p>	<p><u>Customer responded to Dave's reply as follows:</u> I read your policy on the opening page of laptops as well as on your website and saw nothing regarding my issue. Is there a specific sentence I can go to precluding expired driver's licenses used as I.D.? I tried the iPad and didn't like it :( Admittedly, I'm computer challenged and laptops fit the bill.</p>	<p><u>Dave responded as follows:</u> I think #5 in the policy addresses ID requirements for laptop use: 5. Customers must present a valid NBPL card and be current in the Library's circulation system. All customers will be required to provide a valid photo identification that will be held at the desk where the customer checked out the laptop or iPad. Student IDs will be accepted as valid identification as long as they have a photograph and are current. Expired ID is not valid or current. I don't know if that is your particular issue, but your reply indicates that this may be the issue. We hope you can provide valid ID so that we can get you matched up with the resources you are hoping to use. Dave</p>

<p>COMMENT #</p> <p>Date Received</p> <p>Source of Comment</p> <p>Staff Member Assigned To</p> <p>Staff Member Title</p> <p>Date Responded to Customer</p>	COMMENT	RESPONSE
<p><u>3</u></p> <p><u>11/10/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Dave Curtis</u></p> <p><u>Library Services Manager</u></p> <p><u>11/14/2014</u></p>	<p>NBPL, As a local resident, i feel in love with your facilities and am so glad to be just down the street. Allow me to introduce myself as i work as the Volunteer Coordinator at Young Champions. Low cost sport programs helping keep kids off the street and allow mom and dad to not be a financial pinch! I would love to know if we can post an announcement in your newsletter or location bulletin board for Volunteers.</p>	<p><u>Dave Curtis responded via email as follows:</u> Good Morning Ms. _____, Thank you so much for thinking of us and the nice words. I appreciate your passion for getting the word out about your sports programming. We will not be able to accommodate your request however, as our newsletters and posted materials are reserved for government agencies' information sharing. I wish you and Young Champions the best, Dave</p>
<p><u>4</u></p> <p><u>11/15/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Debbie Walker</u></p> <p><u>Youth Services &amp; Branch Coordinator</u></p> <p><u>11/17/2014</u></p>	<p>Dear Debbie, I would like to take this opportunity to thank your staffs Cristine,Alex,Heather, for their remarkable efforts of helping me to put all my personal profiles and information all together while looking for a job. I owed it to your staff and please keep them and they need a raise and lastly thanks to you for keeping them as a efficient and effective employee. Thank you very much. My best regards to you and CRISTINA, HEATHER, ALEX. Yours truly,</p>	<p><u>Debbie Walker responded via email as follows:</u> Thank you so much for taking the time to send me a message about the positive and productive experience you had at Mariners and working with the staff there. I will be very pleased to pass your kind message on to Christine, Alex and Heather. We pride ourselves on the customer service we provide here at all of the Newport Beach Public Libraries and find it very gratifying when someone takes the time to share their experience using the library and working with staff. We hope that you will continue to visit the Newport Beach Libraries and we look forward to serving you in the future.</p>
<p><u>5</u></p> <p><u>11/19/2014</u></p> <p><u>Comment Form - Written</u></p> <p><u>Natalie Basmaciyan</u></p> <p><u>Adult Services Coordinator</u></p> <p><u>11/20/2014</u></p>	<p>The \$1.00 rental program. Liked it better in the other section. Would like to see a larger rental collection.</p>	<p><u>Natalie responded via email as follows:</u> Thank you for taking the time to complete a customer comment card regarding the Rental Book collection at Central. You stated that you liked the books in the old location and that the collection needs to be larger. Moving the Rental Books to the new display location is part of a larger plan to remodel the 1st floor to create a better experience for customers. With regards to the size of the collection, the Rental Books have garnered more attention in the more visible location and have been checked out with greater frequency. I am working with the Librarians to ensure there are enough of the correct titles to maximize the display and provide the service to interested customers. Thank you again for the feedback, and please let me know if I may be of further assistance. Sincerely, Natalie</p>
<p><u>11/20/2014</u></p>	<p><u>Customer responded to Natalie's reply as follows:</u> THANK YOU FOR THE REPLY. Everyone at your library is so cordial. I am very grateful.</p>	



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<p><u>6</u></p> <p><u>11/20/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Natalie Basmaciyan</u></p> <p><u>Adult Services Coordinator</u></p> <p><u>11/20/2014</u></p>	<p>I love the lynda.com program you have in the media lab. I use it several hours each week. I'd use it more if I was closer to the library. Are there any plans to get this software installed at Mariners?, that's my main library. Cheers.</p>	<p><u>Natalie Basmaciyan answered via email as follows:</u> Thank you for taking the time to contact us regarding the Lynda.com software in the Media Lab at the Central library. Lynda.com requires a certain licensing arrangement which needs to be considered before the software may be offered in the branch libraries. I will follow up with the Lynda.com team to see if this option may be feasible in the future. The software is also expensive and I will need to ensure the funds are available to expand this service. Thank you for using the Media Lab and for the feedback about Lynda.com. Please let me know if I may of further assistance. Sincerely, Natalie</p>
<p><u>7</u></p> <p><u>11/20/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Natalie Basmaciyan</u></p> <p><u>Adult Services Coordinator</u></p> <p><u>11/20/2014</u></p>	<p>Hello, I wanted to inquire if your computers had Microsoft Access and Dreamweaver on them? Best Regards,</p>	<p><u>Natalie Basmaciyan answered via email as follows:</u> Thank you for contacting the library regarding which software is available. The library offers both Microsoft Access and Dreamweaver in the Media Lab at the Central library. Please use this link to peruse all the software available: <a href="http://newportbeachlibrary.org/services/media/software">http://newportbeachlibrary.org/services/media/software</a> You may also book a 4-hour reservation for the Media Lab to ensure the proper software is available when you need to access it. The Media Lab is located on the 1st floor of the Central library, down the hallway from the elevator. Please let me know if I may be of further assistance. Sincerely, Natalie</p>
<p><u>8</u></p> <p><u>11/20/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Andrea Jason</u></p> <p><u>CdM Branch Librarian</u></p> <p><u>11/24/2014</u></p>	<p>I want to thank you and the Friends for the Jacqueline Hahn art lectures. They provide a wonderful, interesting service to the community. I was only able to attend two because I was unaware of the previous two but am looking forward to more next year and perhaps a repeat of this year for those of us who missed them. Thank you again!</p>	<p><u>Andrea Jason responded via email as follows:</u> Hello, Thank you so much for filling out a comment card about our "Beyond the Canvas" lectures by Mme Hahn. We are pleased that you found them so educational and lively and I am happy to tell you that we will be continuing the series in 2015. Each month for the first four months of the year we will have another presentation by Mme Hahn and we look forward to seeing you at the upcoming lectures. Have an enjoyable holiday season,</p>
<p><u>9</u></p> <p><u>11/21/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Tim Hetherton</u></p> <p><u>Library Services Director</u></p> <p><u>11/21/2014</u></p>	<p>I am trying to organize my architectural library. How do I find out the sub classifications for the 700 series? 724.6, 720.92 - What is the .6 &amp; .92 for? Is there anyway to find out the sub categories after the decimal point?</p>	<p><u>Tim Hetherton answered via email as follows:</u> I scanned the Dewey Classification Index for architecture for you to use as a reference. It will provide the classification, or "cutter number" after the decimal point. 724.6 is architecture from 1900 - 1999, including art nouveau, expressionism, functionalism, minimalism, Bauhaus, etc. 720.92 is used for biographies of architects. Good luck with your library! Thanks, Tim.</p>

<p>COMMENT #</p> <p>Date Received</p> <p>Source of Comment</p> <p>Staff Member Assigned To</p> <p>Staff Member Title</p> <p>Date Responded to Customer</p>	COMMENT	RESPONSE
<p><u>10</u></p> <p><u>11/20/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Melissa Kelly</u></p> <p><u>Support Services Coordinator</u></p> <p><u>11/24/2014</u></p>	<p>Did you know its illegal for leaf blowers to come within 10 feet of a person, like they did to me this morning, AROUND 7:30 AM TO THE INTER AREA WHERE THERE IS NO GRASS TO BLOW THE THE PEBBLES BY THE BATHROOM ENTRANCE, AND AT 4:30 PM THERE ARE 2 ABM MAINTENANNCE", AND SAYING RACIST DISGUSTING SEXIST THINGS WHILE ON THE CLOCK, AND PEEKING INTO THE %\$#I-ING RESTROOMS TRYING STARE AT @#I\$%&amp;* THROUGH THE CRACKS. AAGAINST THE LAW TO MALES ENTER A FEMALE RESTROOM AT ALL DURING BUSINESS HOURS. AND THE STUPID *&amp;^\$@!#% TRIED TO SAY "KILL JUNO" OVER AND OVER. AND WOULD NOT SHUT THE %\$#@ UP. AT 4PM- 4:30PM. 11/20/2014.</p>	<p><u>Melissa Kelly responded via email as follows:</u> I am sorry that you were disturbed by maintenance works at the Library. We will speak with the groundskeepers and remind them to divert or turn down the power on their leaf blowers when customers are close by. Our cleaning crew, is contracted to do a quick maintenance of the restrooms on weekdays between 4:00pm - 5:30pm. This is to assure the customers that the restrooms are stocked and usable until closing at 9:00pm. Once the crews ascertain that the restroom, men's and/or women's, is empty they enter and place a barrier at the door so that no one comes in while they are cleaning. We will remind them to keep their conversations focused on the business to ensure that there are no misunderstandings between them and customers.</p>
<p><u>11</u></p> <p><u>11/20/2014</u></p> <p><u>Comment Form - Email</u></p> <p><u>Andrea Jason</u></p> <p><u>CdM Branch Librarian</u></p> <p><u>11/24/2014</u></p>	<p>Last December, I so enjoyed the "Tin Box Theatricals" and the Celtic music program. Is there no similar program like that this year? What happened? Please let me know. Thanks.</p>	<p><u>Andrea Jason responded via email as follows:</u> Hello, The library is indeed having a holiday event this December and we have decided to present something new and exciting this year. We are delighted to be having an adapted version of The Nutcracker which is sponsored by the Friends of the Library and free and open to the public. "The Nutcracker" for kids is an abridged narrated version of the holiday classic presented by Festival Ballet Theatre. This shortened performance is intended to introduce children to The Nutcracker story and ballet. Please feel free to join us for a holiday program for children and their grown-ups. The performance will be Saturday, December 20th at 11am in the Friends Meeting Room at the Central Library. Happy Holidays!</p>
<p><u>11/25/2014</u></p>	<p><u>Customer responded to Andrea's reply as follows:</u> Thank you for getting back to me. I will be honest – I loved the "Welsh Christmas" program! I will miss it. The abridged Nutcracker is just a way for FTB to sell more tickets (I hope they aren't charging you for their perormance!). I don't blame them – but I'm heartily sick of Nutcracker! (I had a daughter who danced in it for 8 years!) Happy Thanksgiving and Merry Christmas!</p>	

## NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees  
From: Tim Hetherton, Library Services Director  
Re: Report of Library Activities – December 15, 2014 Board of Library Trustees Meeting

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### **TIM HETHERTON, LIBRARY SERVICES DIRECTOR**

*"Any book that helps a child to form a habit of reading, to make reading one of his deep and continuing needs, is good for him."*

-Maya Angelou

### **A Look Back at 2014**

We did a lot in 2014:

- We started a Concierge Service to Oasis.
- We resumed public training with Tuesdays at 2.
- In March staff completed RFID and self-check implementation at the branches.
- In April NBPL partnered with Sherman Garden Library to present a Children's program on plants and gardening.
- In May I hired Dave Curtis who has been a real addition to the Library Administration Team.
- We created create a new Anime DVD collection for Central and also enhanced and expanded our Manga collection in the Teen Center.
- We added six circulating Nook Tablets pre-loaded with YA titles.
- Central Library showcased the traveling exhibit, "Aging as Art", sponsored by the Council on Aging.
- The Library hosted a booth at Long Beach Comic Con and NBPL is considered the first public library to market themselves in this manner.
- We increased the amount of time customers get to pick-up holds. Patrons now get 7 days to pick up their hold items. We feel that this is a better service level.
- We started an inaugural collection of foreign language eBooks. This collection includes Spanish, Chinese, and Farsi texts.
- We slurry-sealed and painted the parking lot!
- We offered Pet Adoption services on July 26 at Central to coincide with the Summer Reading Program.
- We started to reconfigure the Popular Library in preparation for the renovation March 2015.
- Our Passport Services were audited and we passed with flying colors! NBPL was especially praised for our organization of paperwork, the office space, etc.
- We resumed our Secret Shopper program and we are averaging scores in the high 90s. Our wait list pagers (you know, those 4x4 inch, square buzzer flashers you get at some restaurants when there's a wait) are a big hit at the Reference Desk at Central.
- The Library now has a YouTube account.

//

- The newly rebranded and relaunched Media Lab offers customers access to specialized software and equipment for creative endeavors.
- The Central Library hosted exhibitions of local artists James Strombotne and Rex Brandt. Library staff created a cell phone tour app for the Sculpture Exhibition in Civic Center Park.
- The Central Library and Mariners circulate iPads for in-Library use; Nook eReaders are circulated preloaded with bestselling titles.
- We have 98 five star Yelp! ratings.
- MONSTER gifts from our support groups, the Friends of the Library and the Foundation.

Here are some quick facts from fiscal year 2013/14:

▪ Library Visits	1,399,841
▪ Reference Questions	190,391
▪ Total Circulation	1,689,870
▪ Pre-School Program Attendance	27,465
▪ School Age Program Attendance	11,044
▪ Adult Programs Attendance	17,072
▪ Total Program Attendance	55,879
▪ Public computer sessions	122,000
▪ Visits to Library Website	641,848
▪ WiFi Sessions	110,534

**Source: 2013-14 California Public Library Survey**

We are looking forward to a busy and rewarding 2015.

**Spark of Love**

The Library will again serve as a toy drop off site for *Spark of Love*. A Newport Beach Fire Department sponsored program, *Spark of Love* combines efforts with the U.S. Marine Corps Toys for Tots program, Social Services Agency's Operation Santa Claus and the Society of St. Vincent de Paul Holiday Charities program. Working together as the Orange County Toy Collaborative, these agencies collected and distributed approximately 300,000 toys to Orange County children who may have otherwise gone without during the holiday season. In addition to the Library, all Newport Beach fire stations, Lifeguard headquarters, and City Hall served as drop-off sites for new, unwrapped toys or sports equipment.

**DAVE CURTIS, LIBRARY SERVICES MANAGER**

In mid-November, Iconography Studios installed the branded Media Lab graphics in the hallway leading to the labs and including the Media Lab. The new look will be the foundation of new promotional materials being designed and produced to help with our plan to more actively market the Media Lab and its resources. There has been very positive response to the change.

On November 2<sup>nd</sup>, key staff viewed an online webinar about redesigning library spaces as we refine design concepts for a rejuvenated Popular Library. The project is taking shape as we target mid-

March, 2015 for our “go live” for the improvements.

## **MELISSA KELLY, SUPPORT SERVICES COORDINATOR**

### **State Report**

The Library's 2013-2014 statistics have been submitted to the State Library. Here are some of the highlights.

Card Holders	131,978
Circulation	1,689,870
Programs Attendance	55,879
Materials Expenditures	\$ 778,826
# of Items in the Collection	317,476

### **Literacy**

This year the State has granted the Newport Beach Library \$34,988 to support Adult Literacy. A base amount of \$15,000 which reflects the importance of each library having enough funds to provide at least a minimum level of local literacy staff and service was sent to us earlier this year. Now an additional \$19,988 will be coming to support the program. This amount is based on:

- A *per capita* amount per adult learner served at your library in 2013-2014.
- A *match* on local funds raised and expended for adult literacy services at your library in 2013-2014 reflecting a commitment to a continuing State/Local partnership and to providing an incentive for increased local support for adult literacy.

### **Budget**

The Library's revenue projections for the balance of the current fiscal year and predictions for the next year have been submitted to the Finance department. The income from fines is lower than the previous year due to our change in the fine assessment on movies, but the revenue from the Passport program is higher than we expected and our bottom line remain fair even.

### **Leadership Workshop**

I attended a 2 day leadership workshop for City staff. The main theme of the workshop was team building and team productivity. Staff members from most of the City departments attended and it helped to create a relationship of understanding and sense of team between the various areas of the City.

An added perk of the workshop was the location. It was held at the Lifeguard Headquarters on the Newport pier with a beautiful view of the ocean.

## **DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR**

### **Branches**

On Veteran's Day in early November, while it was closed to the public, Mariners had a bit of a transformation. Thanks to a generous donation from the Foundation several walls in the branch were



painted a variety of colors. Customer reaction has been unanimously positive. Mariners Elementary students immediately commented on how much they liked the bright primary colors that were used to adorn the window columns in the Children's room. Additional funds from the donation were used to purchase new occasional tables for reading areas at the branch. Balboa also benefited from a Foundation donation with the purchase of a Lego Duplo table and Duplo blocks for the Children's area. These have proved to be welcome additions also.

The Mariners Children's collection also benefited from a donation this past month. The Mariners Elementary School PTA donated \$3000 which were proceeds from the Fall Book Fair. Although this happens annually, this was an especially large donation. Materials were selected from Scholastic Books to add to the collection.

All three branches now have small rental book collections. These have been well received by customers. Due to space limitations these collections will be kept fairly small but constantly updated to reflect the newest, hottest titles.

### **Youth Services**

On November 4<sup>th</sup> 182 children and adults attended a *Frozen* party in the Friends Room. A special appearance was made by the princess sisters from the film. They read a story about their friend Olaf and then posed for pictures with adoring fans. Crafts (sparkly crowns and gift bags), and coloring pages helped to round out the event. In addition to hosting first graders from Eastbluff Elementary, two Brownie troops visited the library in November. The troops were given a tour, read a story and had a chance to visit behind the scenes in the Circulation Department.

With funding provided by the Friends of the Library, both the Central and Mariners' Children's area benefited with the purchase of two additional AWE stations. These early literacy centers are totally self-contained with a wide variety of games and activities that are specifically geared to younger children. Both locations had one station each and were happy to add an additional unit as they are extremely popular and almost constantly in use.

### **Teen Services**

Due to the Veteran's Day holiday, YAAC met on Wednesday, November 12 instead of Tuesday. Tim stopped by to discuss the Media Center with the group and passed out a short questionnaire about its services. Members then discussed favorite books and movies and brainstormed ideas for winter programs.

### **NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR**

#### **Digital Scanner**

The new ST View Scan digital microfilm scanner has been delivered. The installation date is being coordinated between the City IT department and the vendor. The digital scanner was generously funded by the Foundation.

#### ***Manuscripts* Book Discussion Group**

The *Manuscripts* group reviewed and discussed *The Imperfectionists* by Tom Rachman. Approximately 45 people attended the discussion group.

## Sunday Musicale

The Sunday Musicale featured a trio of classical musicians. Approximately 190 people attended the event both in the Friends Room and with people listening in the hallway.

## Beyond the Canvas Art Programs

The *Beyond the Canvas* art programs facilitated by artist and award-winning professor Jacqueline Hahn have been well-attended and have received praise from the customers. Over 100 people attended each of the programs.

## Ebola Lecture

Associate Professor Andrew Noymer of the Program in Public Health at UC Irvine facilitated an informative and timely lecture about Ebola. Approximately 80 people attended this event.

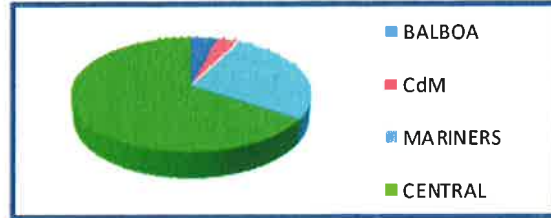
NOVEMBER Database FY Comparisons	YTD 14/15	YTD 13/14
<b>Tracked by #searches</b>		
Ancestry	5703	6168
BioResCtr*	393	256
FoF Ancient Hist	252	120
GDL	121	129
GVRL	776	362
HeritageQuest	2456	4705
Kids InfoBits	49	58
LitResCtr	474	348
Opposing Vpts*	694	214
Nat Geo	102	109
Nat Geo Kids	10	46
NoveList	915	862
NoveList K-8	447	152
ProQuest	13528	13676
Ref USA Bus.	12216	16580
Ref USA Res.*	827	546
Tumblebooks	3950	5579
World Book Online	236	265
<b>Tracked by #sessions</b>		
Cypress Resume	53	71
LiveHomework	90	162
Testing & EdRefCtr	176	246
Universal Class	226	313
<b>Tracked by #page views</b>		
CultureGrams	1278	525
Morningstar	27106	28159
NetAdvantage	28209	8552
RealQuest	7188	4708
Rocket Languages	297	274
Value Line	50318	114641

## NEWPORT BEACH PUBLIC LIBRARY - NOVEMBER 2014

### CUSTOMERS SERVED IN THE LIBRARY

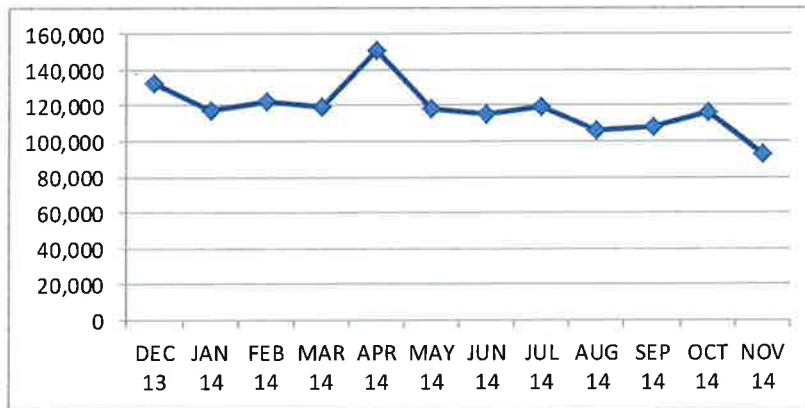
#### CURRENT

	Nov-14	YTD 14/15	YTD 13/14
BALBOA	3,824	24,282	27,092
CdM	3,206	18,688	20,330
MARINERS	24,894	128,560	118,135
CENTRAL	60,846	371,500	357,394
<b>TOTAL</b>	<b>92,770</b>	<b>543,030</b>	<b>522,951</b>



#### 12 Month Comparison

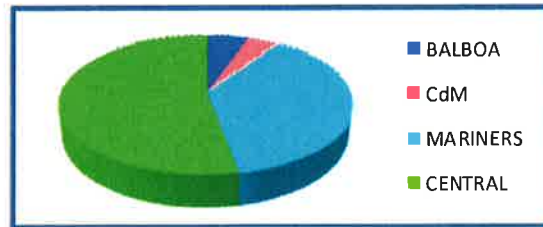
DEC 13	132,801
JAN 14	117,652
FEB 14	121,995
MAR 14	119,245
APR 14	151,515
MAY 14	118,276
JUN 14	115,406
JUL 14	119,069
AUG 14	105,858
SEP 14	108,480
OCT 14	116,853
NOV 14	92,770
<b>TOTAL</b>	<b>1,419,920</b>



### REFERENCE

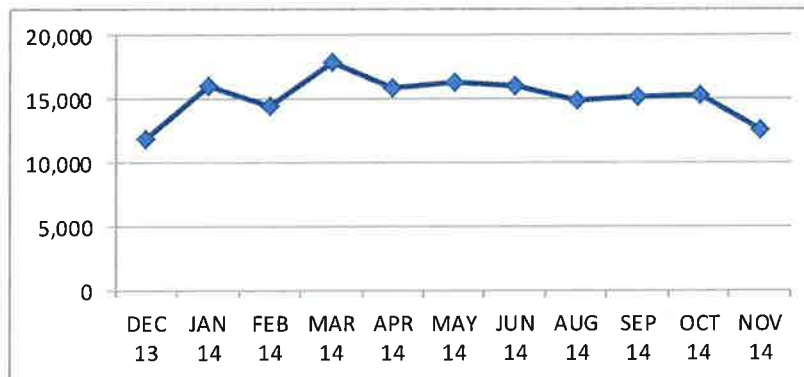
#### CURRENT

	Nov-14	YTD 14/15	YTD 13/14
BALBOA	682	4,122	3,470
CdM	538	3,346	3,852
MARINERS	4,713	26,463	26,238
CENTRAL	6,665	39,577	48,461
<b>TOTAL</b>	<b>12,598</b>	<b>73,508</b>	<b>82,021</b>



#### 12 Month Comparison

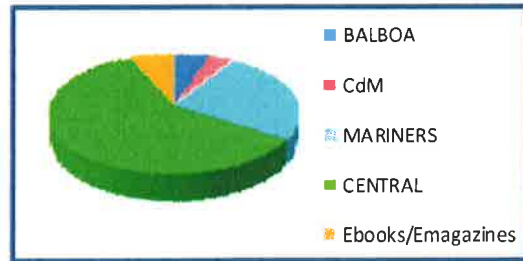
DEC 13	11,912
JAN 14	15,975
FEB 14	14,424
MAR 14	17,862
APR 14	15,850
MAY 14	16,290
JUN 14	16,087
AUG 14	14,905
SEP 14	15,184
OCT 14	15,250
NOV 14	12,598
<b>TOTAL</b>	<b>166,337</b>



## NEWPORT BEACH PUBLIC LIBRARY - NOVEMBER 2014

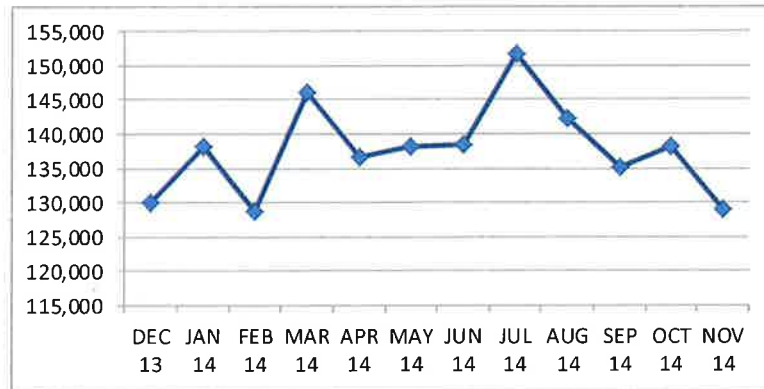
### CIRCULATION CURRENT

	Nov-14	YTD 14/15	YTD 13/14
BALBOA	6,848	38,098	44,719
CdM	4,705	26,901	30,634
MARINERS	32,767	177,075	182,616
CENTRAL	76,244	410,935	440,398
Ebooks/Emagazines	8,445	43,466	34,991
<b>TOTAL</b>	<b>129,009</b>	<b>696,475</b>	<b>733,358</b>



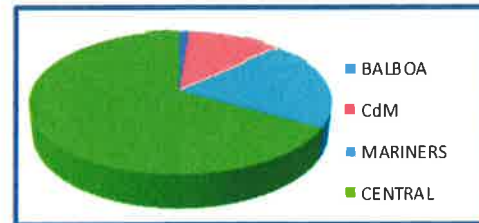
### 12 Month Comparison

DEC 13	130,145
JAN 14	138,311
FEB 14	128,733
MAR 14	146,050
APR 14	136,617
MAY 14	138,226
JUN 14	138,412
JUL 14	151,739
AUG 14	142,418
SEP 14	135,153
OCT 14	138,156
NOV 14	129,009
<b>TOTAL</b>	<b>1,652,969</b>



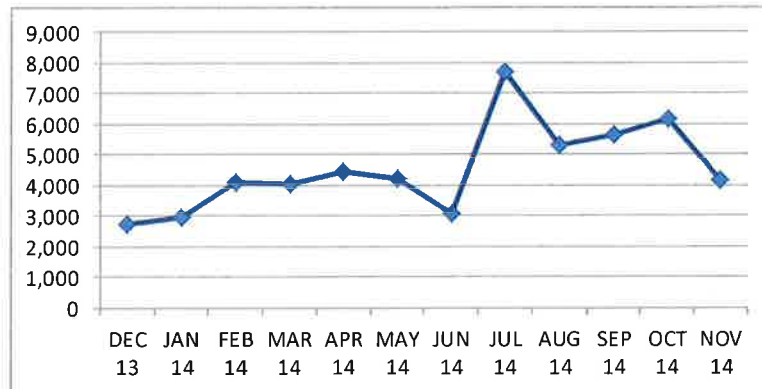
### PROGRAM ATTENDANCE CURRENT

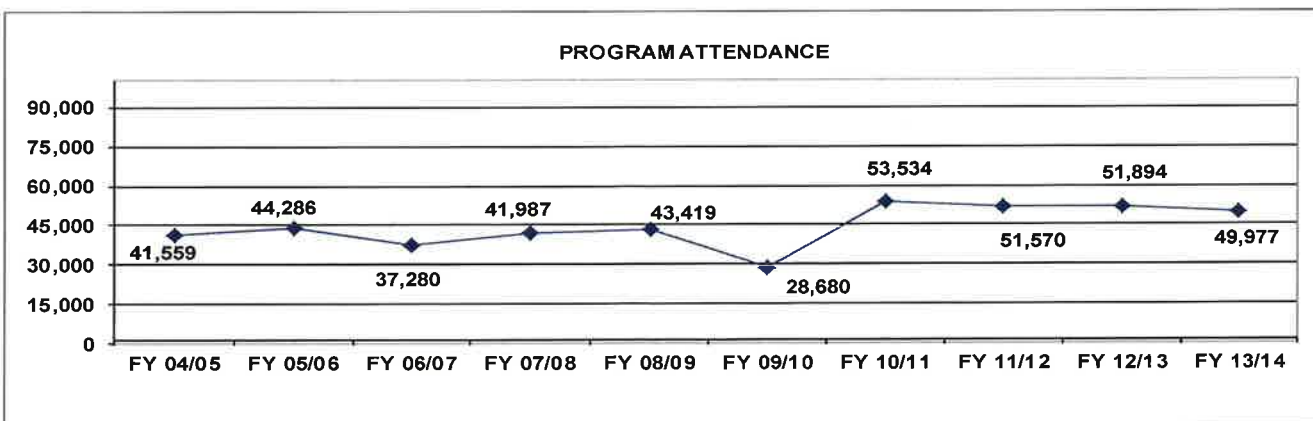
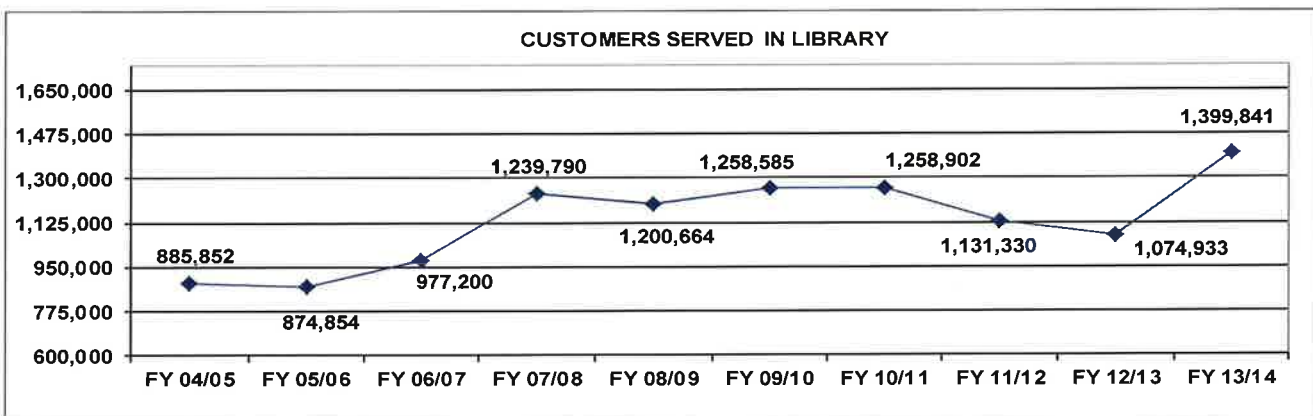
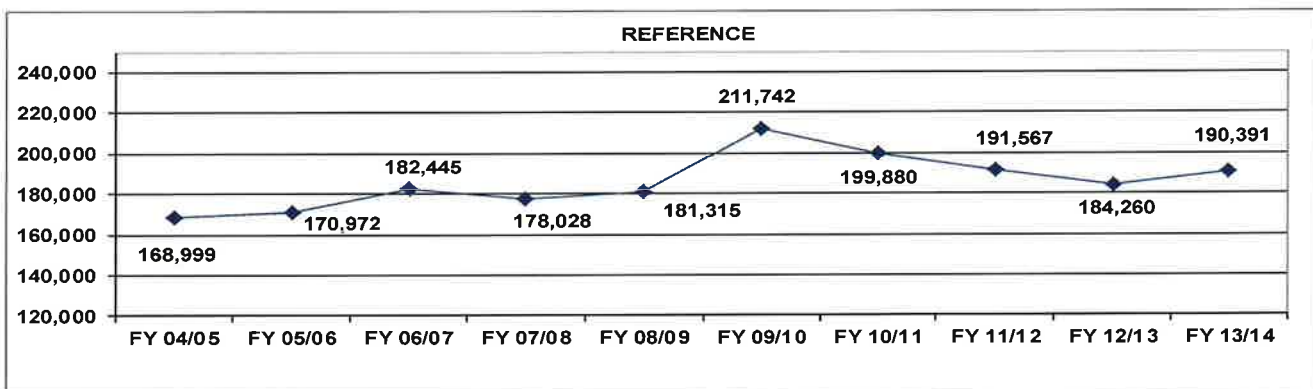
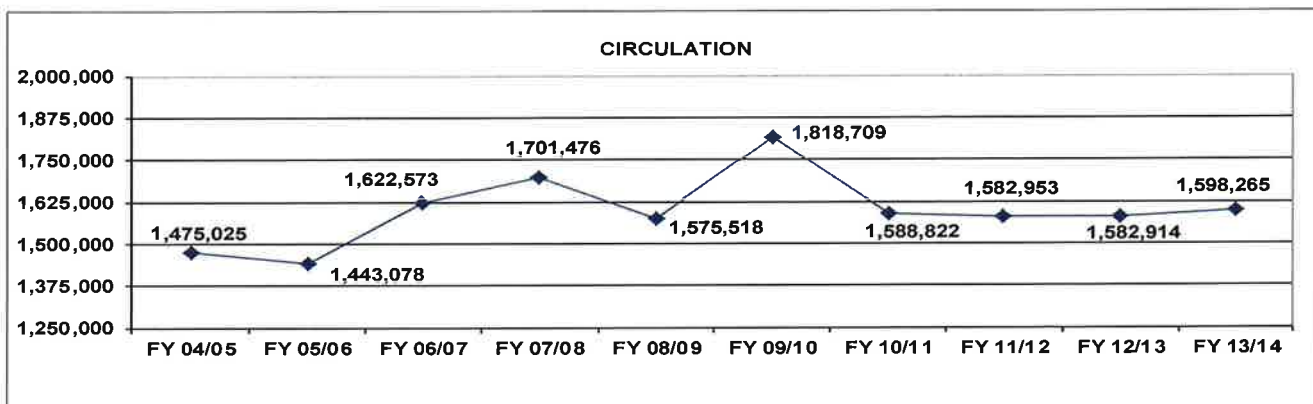
	Nov-14	YTD 14/15	YTD 13/14
BALBOA	49	487	1,334
CdM	505	2,960	2,972
MARINERS	834	4,225	4,006
CENTRAL	2,792	21,312	16,083
<b>TOTAL</b>	<b>4,180</b>	<b>28,984</b>	<b>24,395</b>



### 12 Month Comparison

DEC 13	2,729
JAN 14	2,973
FEB 14	4,107
MAR 14	4,056
APR 14	4,458
MAY 14	4,201
JUN 14	3,058
JUL 14	7,706
AUG 14	5,326
SEP 14	5,619
OCT 14	6,153
NOV 14	4,180
<b>TOTAL</b>	<b>54,566</b>







SUNGARD PENTAMATION  
DATE: 12/09/2014  
TIME: 15:59:26

CITY OF NEWPORT BEACH  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

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TOTALLED ON: DEPARTMENT,1ST SUBTOTAL  
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES  
1ST SUBTOTAL-700 SALARIES & BENEFITS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
7000	SALARIES - MISC	2,602,514.40	197,278.31	.00	1,074,630.80	1,527,883.60	41.29
7020	SALARIES - PART TIME	350,484.67	34,313.19	.00	202,923.68	147,560.99	57.90
7030	SALARIES - SEASONAL	531,289.19	20,546.39	.00	102,866.36	428,422.83	19.36
7040	OVERTIME, MISC & 1/2 TIM	1,883.00	.00	.00	1,030.39	852.61	54.72
7062	NIGHT DIFF, MISC	10,262.52	767.75	.00	4,276.00	5,986.52	41.67
7110	CAR ALLOWANCE	4,800.00	369.24	.00	2,030.82	2,769.18	42.31
7114	CELL PHONE STIPEND EXP	3,000.40	230.80	.00	1,269.40	1,731.00	42.31
7210	HEALTH/DENTAL/VISION FT	719,169.08	51,401.36	.00	280,078.13	439,090.95	38.94
7211	HEALTH/DENTAL/VISION PT	6,000.00	3,364.64	.00	19,907.03	-13,907.03	331.78
7223	ANNUAL OPEB COST	133,135.11	.00	.00	44,378.40	88,756.71	33.33
7227	RHS \$2.50 CONTRIB	28,499.90	2,116.14	.00	17,623.78	10,876.12	61.84
7290	LIFE INSURANCE	3,881.36	324.25	.00	1,578.20	2,303.16	40.66
7295	EMP ASSISTANCE PROGRAM	874.46	74.86	.00	364.45	510.01	41.68
7370	WORKERS' COMP, MISC	69,174.00	.00	.00	23,058.00	46,116.00	33.33
7373	COMPENSATED ABSENCES	91,088.00	.00	.00	30,362.68	60,725.32	33.33
7425	MEDICARE FRINGES	50,060.29	3,955.97	.00	21,672.76	28,387.53	43.29
7439	PERS MISC EE CNTRBN	226,909.33	11,061.45	.00	83,289.93	143,619.40	36.71
7440	PERS MISC ER CNTRBN	268,376.91	27,160.44	.00	109,838.14	158,538.77	40.93
7445	MISC RETIRE CONTRIB	-314,869.23	-11,439.06	.00	-103,826.30	-211,042.93	32.97
7446	UNFUNDED LIABILITY-MISC	320,691.74	10,005.32	.00	102,227.41	218,464.33	31.88
7460	RETIREMENT PART TIME/TEM	19,923.34	1,464.54	.00	7,933.74	11,989.60	39.82
	TOTAL SALARIES & BENEFITS	5,127,148.47	352,995.59	.00	2,027,513.80	3,099,634.67	39.54
1ST SUBTOTAL-800 OPERATING EXPENSES							
8010	ADVERT & PUB RELATIONS	12,783.00	4,466.96	.00	10,685.26	2,097.74	83.59
8012	PROGRAMMING	11,000.00	552.39	.00	2,100.21	8,899.79	19.09
8020	AUTOMOTIVE SERVICE	6,000.00	.00	.00	985.11	5,014.89	16.42
8022	EQUIP MAINT ISF	7,725.19	.00	.00	2,575.08	5,150.11	33.33
8024	VEHICLE REPLACE ISF	5,492.40	.00	.00	1,830.80	3,661.60	33.33
8030	MAINT & REPAIR - EQUIP	12,700.00	.00	.00	926.55	11,773.45	7.30
8031	MAINTENANCE - COPIERS	4,000.00	.00	.00	961.72	3,038.28	24.04
8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	MAINT & REPAIR - BUILDIN	108,900.00	6,637.77	2,423.32	62,691.09	43,785.59	59.79
8050	PSTGE,FREIGHT,EXPRESS NO	12,000.00	22.30	.00	2,562.90	9,437.10	21.36
8060	PUBLICATIONS & DUES NOC	8,000.00	.00	.00	299.00	7,701.00	3.74
8070	RENTAL/PROP & EQUIP NOC	400.00	18.54	.00	100.15	299.85	25.04
8080	SERVICES-PROF & TECH NO	3,000.00	162.00	.00	1,581.40	1,418.60	52.71
8081	SERVICES - JANITORIAL	113,500.00	11,896.85	.00	39,862.40	73,637.60	35.12
8086	SERVCES-OTHER PRINT VEND	2,000.00	.00	.00	254.40	1,745.60	12.72
8089	SVCS-CITY PRINT CONTRACT	1,488.00	.00	.00	180.90	1,307.10	12.16
8100	TRAVEL & MEETINGS NOC	8,125.00	.00	.00	92.19	8,032.81	1.13
8105	TRAINING	8,000.00	.00	.00	10.79	7,989.21	.13
8112	UTILITIES - TELEPHONE	5,425.00	176.23	.00	1,800.34	3,624.66	33.19
8114	UTILITIES - NATURAL GAS	12,850.00	.00	.00	2,535.64	10,314.36	19.73
8116	UTILITIES - ELECTRICITY	208,900.00	21,295.86	.00	118,310.49	90,589.51	56.63
8118	UTILITIES - WATER	20,500.00	1,349.04	.00	8,438.08	12,061.92	41.16

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DEPARTMENT-4000 LIBRARY SERVICES  
1ST SUBTOTAL-800 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
8140	SUPPLIES- OFFICE NOC	24,300.00	1,970.98	1,558.99	9,462.43	13,278.58	45.36
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	7.71	.00	388.99	2,261.01	14.68
8144	SUPPLIES- COPY MACHINE	13,220.00	649.14	.00	3,693.48	9,526.52	27.94
8150	SUPPLIES- JANITORIAL NOC	27,050.00	2,471.00	.00	12,356.62	14,693.38	45.68
8160	MAINT & REPAIR NOC	7,000.00	.00	.00	149.30	6,850.70	2.13
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	330.49	.00	3,416.88	12,083.12	22.04
8204	UNIFORM EXPENSE	200.00	6.32	.00	164.30	35.70	82.15
8260	LIBRARY MATERIALS	620,764.02	44,432.55	24.02	386,761.71	233,978.29	62.31
8311	HARDWARE-MONITOR/PRINTER	3,500.00	.00	.00	511.19	2,988.81	14.61
8318	IT ISF OPERATING CHARGE	359,615.48	.00	.00	119,871.84	239,743.64	33.33
8319	IT ISF STRATEGIC CHARGE	132,630.28	.00	.00	44,210.08	88,420.20	33.33
8340	GENERAL INSURANCE	103,335.00	.00	.00	34,445.00	68,890.00	33.33
8716	SPECIAL EVENT LIABILITY	3,500.00	.00	.00	927.60	2,572.40	26.50
	TOTAL OPERATING EXPENSES	1,890,053.37	96,446.13	4,006.33	875,143.92	1,010,903.12	46.51
1ST SUBTOTAL-900 CAPITAL OUTLAY							
9000	OFFICE EQUIPMENT	2,000.00	.00	.00	.00	2,000.00	.00
	TOTAL CAPITAL OUTLAY	2,000.00	.00	.00	.00	2,000.00	.00
	TOTAL LIBRARY SERVICES	7,019,201.84	449,441.72	4,006.33	2,902,657.72	4,112,537.79	41.41
TOTAL REPORT		7,019,201.84	449,441.72	4,006.33	2,902,657.72	4,112,537.79	41.41

# BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previously Scheduled Agenda Date	AGENDA ITEM	Suggested Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library (ongoing)	Ongoing
Ongoing	Corona del Mar Branch Project Update	Ongoing
Aug 5, 2013	Review Holidays / Meeting Schedule	Dec 15, 2014
May 19, 2014	Adult and Reference Services Update (Every June and December)	Dec 15, 2014
Jan 6, 2014	Critical Review of Online Database Resources & Services / Database Usage Report	Jan 19, 2015
Feb 3, 2014	Annual Budget Update	Jan 19, 2015
Oct 07, 2013	Review of Library Expansion Donor Wall Naming / NBPL Foundation	Feb 16, 2015
Nov 04, 2013	Arts & Cultural Update	Feb 16, 2015
Feb 3, 2014	Downloadable Services	Feb 16, 2015
Mar 3, 2014	Branch Update - Balboa	Mar 16, 2015
Dec 02, 2013	Media Suite Update	Mar 16, 2015
Nov 04, 2013	Library Material Selection	Mar 16, 2015
Apr 7, 2014	Marketing Update	Apr 20, 2015
Jun 16, 2014	Branch Update - Corona del Mar	Jun 20, 2015
Jul 21, 2014	Election of Board of Library Trustees Officers/Trustee Liaisons	Jul 20, 2015
Jul 21, 2014	Statistical Comparison Report of Peer Libraries/Meeting Spaces (Previous report up to 2012)	Jul 20, 2015
Jul 21, 2014	Proposed Library Closures for Winter Holidays 2015	Jul 20, 2015
Aug 18, 2014	Information Technology Update	Aug 17, 2015
Sep 22, 2014	Branch Update - Mariners	Sep 21, 2015
Sep 22, 2014	Children Services Update	Sep 21, 2015
Sep 22, 2014	Newport Beach Public Library Website & Social Networking Update	Sep 21, 2015
Oct 20, 2014	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 19, 2015
Nov 17, 2014	Literacy Program Update	Nov 16, 2015

12/11/2014

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Natalie Basmaciyán, Adult Services Coordinator  
949-717-3817, [nbasmaciyán@newportbeachca.gov](mailto:nbasmaciyán@newportbeachca.gov)

**PREPARED BY:** Natalie Basmaciyán

**TITLE:** Adult and Reference Services Update

**ABSTRACT:** This report covers programming, activities, and initiatives from June 2014-December 2014 in the Adult Services Department. The Board of Library Trustees requested a change from an annual report of activities to a semi-annual report at the May 2014 meeting.

**RECOMMENDATION:** None at this time

**FUNDING REQUIREMENTS:** None at this time

**DISCUSSION:** The Reference staff has planned and implemented three major initiatives from the Pitch an Idea project. Librarian Allen Kesinger identified the Long Beach Comic Con event as a viable community outreach opportunity. Once funds were granted from the Foundation board, detailed planning and scheduling ensued. Adult Services Coordinator Natalie Basmaciyán worked closely with Allen to ensure proper scheduling up to and during the event; to create content and questions for a panel discussion at Long Beach Comic Con; to coordinate with the event staff for setting up and dismantling the booth space; and to purchase supplies and prizes in the most fiscally prudent manner. 766 people visited the booth over the two-day event, and 24 people signed up for library cards as well. The staff promoted the Media Lab, downloadable services, databases, among other services.

Librarian Rebecca Lightfoot planned and implemented a new foreign language collection of ebooks through the Overdrive service, which was funded by the Foundation. Materials in Spanish and Chinese are now available, with plans to add other languages in the near future. Rebecca has worked closely with the Literacy Program Coordinator to identify relevant languages and titles for the community. In the first two months of the program, 37 circulations occurred and both languages were accessed.

Adult Services Coordinator Natalie Basmaciyán received funding from the Foundation to purchase and implement restaurant-style pagers to manage the laptop waiting list. Customers and staff have responded positively to this enhanced procedure. Customers may remain at their seat with their belongings, and staff has a clear, consistent manner to manage the waiting list.

The Media Lab continues to draw new users as staff promotes the services and software. An online reservation system for the Media Lab has been in place, and customers are able to reserve a four-hour session on the computer they need. The staff does accommodate walk-in customers, but the reservation system guarantees the availability of a computer or conversion equipment.

The 2014 Tuesdays @ 2 public training classes were conducted in the Media Lab, resulting in additional use after the classes. 25 public training classes covered topics such as the downloadable ebooks and magazines, business databases, and social media. The three highest-attended classes were ebooks and Pinterest at 11 attendees each, and You Tube with 9 attendees.

Passport Services received a formal audit from a Department of State representative in July 2014. The auditor reviewed procedures, paperwork, and forms of identification with Technical Services Supervisor Julie Duncan and Adult Services Coordinator Natalie Basmacyan. Overall, the Passport Services department received high praise from the auditor, and he noted the staff “provides excellent customer service and maintains an organized atmosphere.”

The Secret Shopper program resumed after a construction-related hiatus. In the revised program, all four locations will receive visits from mystery shoppers. Areas reviewed by the mystery shopper include customer service and attentiveness of the staff, and accessing the catalog and information. The current average score for the libraries is 95%.

Events and programming continue to draw large crowds. Some notable events coordinated by Librarian Andrea Jason include an art program led by Jacqueline Hahn with 200 people in attendance; a lecture by Sports Agent Leigh Steinberg with 190 people in attendance; a Medicine in your Own Backyard program with 120 people in attendance; and a Sunday Musicales with 95 people in attendance. On a smaller scale, 25 people attended a crossword puzzle event led by high school Senior David Steinberg, a cruciverbalist with extensive experience in the *New York Times* and the *Orange County Register*.

Other collection highlights include the addition of AtoZ Databases in July. This database offers residential and business searches for the consumer. AtoZ Databases also includes job searches and resume templates. Librarian Rebecca Lightfoot updated the circulating Nooks and Nook Tablets with new, popular titles and continue to be popular with customers. Librarian Jana Colver updated the Book Club in a Bag program, and added 7 new titles to the collection. Each bag contains 10 copies of a book along with discussion questions and information from the literature databases so customers can facilitate their own groups. At Central, the Rental Book display was placed in a more prominent location with updated signage. Circulation increased each month since making this change.

Librarian Jana Colver coordinated the volunteer recognition event in October, and approximately 60 people attended the event. Librarian Evelyn Rogers assisted with the preparations. A brief excerpt from *Ted Talks* on youtube.com was also shown on a screen in which volunteer firefighter, Mark Bezos, spoke about the reasons why people should volunteer or else do “good” for others in any capacity. David Black, one of the library’s pages, also provided live entertainment on his guitar. Local vendors donated gifts that were dispensed in a trivia contest with library related questions as well as in a drawing.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).



**TO:** Board of Library Trustees

**FROM:** Library Services Department  
Dave Curtis, Library Services Manager  
949-717-3819, [dcurtis@newportbeachca.gov](mailto:dcurtis@newportbeachca.gov)

**PREPARED BY:** Dave Curtis

**APPROVED:** Tim Hetherton

**TITLE:** Additional Space for Expressive Use - Amended Policy

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**ABSTRACT:**

As a result of the Library addition, and the new City Hall and parking structure creating significant foot traffic through the Library's east doors, members of the public may want to exercise expression in an additionally identified space near those doors.

**RECOMMENDATION:**

Staff recommends that the Board of Library Trustees adopt the Library Use Policy with additional space identified in the graphics attached.

**FUNDING REQUIREMENTS:**

No funding requirement.

**DISCUSSION:**

The Newport Beach Public Library's Expressive Use Area Policy supports the Library's priority to protect Library customers' rights to access and use City Libraries and library grounds for their intended purposes. The Policy identifies convenient spaces at each library location where members of the public can engage others in a manner that does not interfere with anyone's ability to use and enjoy the Library.

This policy has proven effective and there are no substantive changes being requested. The goal of this change is simply to provide an additional space for expressive use that makes sense with the addition to the Central Library and the addition of City facilities adjacent to the Central location.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

## EXPRESSIVE ACTIVITY AREAS

### LIBRARY POLICY FOR USE OF LIBRARY GROUNDS

The City of Newport Beach Libraries have been designed and are operated for the purpose of meeting the educational, cultural and literary needs of Newport Beach residents. The library has received requests from the public to engage in Expressive Activity such as soliciting signatures for ballot initiatives, distributing leaflets or flyers, or providing information, on matters of community interest. The Board of Library Trustees recognizes the public's interest in communicating with library customers in a manner that does not obstruct or interfere with the customers' desire to use the library facilities and grounds for quiet reading, research, and contemplation.

The Board of Library Trustees desires to adopt reasonable regulations:

1. To accommodate the public's desire to engage in Expressive Activity outside City Libraries and on City Library grounds in a manner compatible with Library purposes;
2. To protect Library customers' rights to access and use City Libraries and library grounds for their intended purposes;
3. To maintain City Libraries and library grounds in a manner that is without visual clutter, which may detract from or be incompatible with the design of the Library, and use of library grounds;
4. To maintain safe and convenient circulation for customers with walkway access directly into City Libraries and Library grounds without obstruction or interference, and
5. To comply with the State and Federal Constitution and interpretive case law so as to allow for Expressive Activity in a manner which is compatible with the intended purpose of City Libraries without suppressing speech on the basis of content.

THEREFORE, the Board of Library Trustees adopts the following rules and regulations for Expressive Activity at City Libraries:

1. All persons desiring to use the Expressive Activity Area shall report to the Library Services Director or designee prior to use.
2. Expressive Activity inside City Libraries is prohibited. All Expressive Activity outside City Libraries, on library grounds shall be limited to the designated Expressive Activity Area shown in the attached Exhibits "A", "A2", "B", "C" and "D".
3. Only one (1) chair and one (1) small table, not to exceed three feet by three feet (3' by 3'), are permitted. No other tables, chairs, umbrellas, or other furniture are permitted.
4. Posters not to exceed six square feet in size are permitted so long as posters are held by a person or placed on, leaned against or hung from the permitted table.
5. The benches, bike racks, public telephones and book drops located within the library grounds are intended for library customer use only. Access to the use of City Libraries and library grounds by customers shall not be obstructed in any manner.
6. Loud talking, shouting, or yelling in a manner that is unreasonably disruptive to use of City Libraries and Library grounds by customers and other person(s) is prohibited. Person(s) using the Expressive Activity Area shall not approach customers outside the designated area.
7. Commercial activity is prohibited. No peddlers or vending of any merchandise or services is permitted.
8. Banners may be hung on the Library façade to publicize Library and Library affiliated group events only. They must be hung by City personnel, cannot exceed eleven feet ten inches by four feet (11' 10" by 4') with nine (9) grommet holes in the top. Banners can be hung no more than five (5) days before the event and must be removed the day after the event. All banner designs must be submitted to the Library Services Director for approval at least six (6) weeks prior to the event.

**Final Approval by the Board of Library Trustees on February 6, 2012**

Adopted November 16, 1999  
 Revised 3-18-03  
 Revised 8-17-04

BAMBOO  
COURTYARD

CONFERENCE  
ROOM

SC

TRAINING  
ROOM NBPL  
FOUND.



CUSTOMER  
SERVICE

FRIENDS  
MEETING  
ROOM



ENTRANCE

FRIENDS OF  
THE LIBRARY  
BOOKSTORE

BOOK

EXPRESSIVE  
USE AREA  
6' X 12'

PARKING  
STRUCTURE

EXPRESSIVE  
USE AREA  
6' X 12'

WALKWAY

ENTRANCE

WIFI  
LOUNGE

BRIDGE TO  
CIVIC  
CENTER  
PLAZA

CAFE

STAIRS  
TO  
LOWER

STUDY  
AREA

STUDY

**TO:** Board of Library Trustees

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton

**TITLE:** Display and Distribution of Materials in Library

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**RECOMMENDATION:**

Staff recommends that the Board of Library Trustees approve the proposed revisions to the Public Giveaway policy.

**DISCUSSION:**

The Newport Beach Public Library makes available "give-away" shelves for the purpose of making available to Library customers free materials provided by various governmental agencies. The Library provides space at all locations for the display of materials of public interest. Currently, the public giveaway shelves are limited to materials provided by the City of Newport Beach, the County of Orange, the State of California or the United States government. Currently, no materials provided by any non-governmental agency are permitted on the "give-away" shelves. Staff asserts that this policy is not in the best interest of the public as it unnecessarily excludes information the public may require for educational and cultural events, programs, and services made available by local 501(c)(3) non-profit organizations engaged in educational and cultural activities that support the Library's mission and are free to the public.

At the November 2014 meeting the Board of Library Trustees reviewed the policy and suggested some revisions. These revisions are incorporated into the attached red-lined document.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

**ATTACHMENT:** Display and Distribution of Materials in Library



## ~~Public Give Away~~ **Display and Distribution of Materials in Library**

The purpose of this policy is to establish standards concerning the use of the areas officially designated as ~~public "give-away" shelves~~ **for the display and distribution of materials** at the Newport Beach Public Central Library and, to the extent established, any similar shelves in any Library branch.

The Newport Beach Public Library makes available ~~"give-away" shelves~~ **for the display and distribution of materials** for the ~~purpose of making available to~~ Library customers to obtain free materials provided by various governmental and non-profit agencies. **Central Library and the 3 branch locations each have a designated area for the display and distribution of materials in the Library.**

The following are the guidelines established by the Library Trustees for the use of these shelves:

A. The materials to be given away must be in brochure, pamphlet, flyer and/or business card formats, and must not exceed 8.5" x 14" in size.

~~B. The materials must be provided by an agency of the City of Newport Beach, the County of Orange, the State of California or the United States government. No materials provided by any non-governmental agency will be permitted on the "give-away" shelves.~~ **Acceptable materials for dissemination on the giveaway shelves include Library information and announcements including Friends of the Library and Newport Beach Public Library Foundation material; materials from other governmental agencies – e.g. City, County, State, and Federal information; information and instructional materials from schools in the Newport Beach area (schools are defined by the California Department of Education at <http://www.cde.ca.gov/ds/si/ds/dos.asp>); and announcements of free of charge public events to be held in Newport Beach by 501(c)(3) non-profit organizations engaged in educational and cultural activities that support the Library's mission.**

**C. Materials not acceptable for dissemination on the giveaway shelves include commercial advertisements or announcements, including sales ads, want ads, and fundraising materials; announcements of paid events; partisan political posters or announcements (announcements of public non-partisan or bipartisan meetings are acceptable); personal, non-public oriented announcements or posters; and derogatory or inflammatory material.**

~~CD. The provider of the materials is responsible for placing the materials on the "give-away" shelves and removing all of its out-dated material.~~ **All items placed on the giveaway shelves should be approved by the Adult Services Coordinator or their designee at Central Library and the Branch Librarians or their designee at the branch locations. The Library Services Manager should be consulted if there is doubt about the suitability of a particular item. Library staff is responsible for placing the materials on the "give-away" shelves and removing all of its out-dated material.** The provider may furnish any display holder it desires for its materials so long as the display holder is of an appropriate size, shape and material **and that there is sufficient display space for the amount of materials received.**

~~DE.~~ The Library is not responsible for the damage, theft or loss of any materials or display holders.

~~EF.~~ Other than materials provided by the City of Newport Beach or the Library, no materials intended to be given to or seen by the public may be placed by any person or entity in any lobby area, other shelves, desks or tables, or anywhere else in any of the Libraries.

~~FG.~~ Library staff has the right to remove and dispose of any materials that fail to meet these standards in any way.

Adopted - April 19th, 2005

Last Updated - April 25th, 2005

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton

**TITLE:** Retail Space in 2<sup>nd</sup> Floor Expansion - Update

**DISCUSSION:**

Community Development has identified 2 potential tenants for the retail space in the 2<sup>nd</sup> floor expansion. The first potential tenant is a local travel agency, The Travel Connection. The Travel Connection is currently located at 901 Dover Dr # 100 and has successfully operated in Newport Beach since 1985.

The second potential tenant is a local arts organization, the Southern California Plein Air Painters Association (SOCALPAPA) who would use the space to exhibit and sell art created by its members. SOCALPAPA has not yet submitted a formal proposal to the City Community Development Department.

A third entity is considering submitting a proposal for a stationery/gift shop.

I had some discussions with Community Development staff in regard to finding a tenant that supports the Library's cultural and educational mission for the space. The issue with these types of tenants present is their difficulty in generating suitable revenue to meet the costs of renting the space. Moreover, the City has not been approached by these kinds of tenants. An opportunity was extended to the Friends of the Library to maintain a satellite store in the retail space but the Friends Board determined that they have insufficient staffing and that they would be essentially duplicating their efforts without necessarily increasing their revenue.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

## REVIEW 2015 HOLIDAYS - MEETING SCHEDULE

CITY OBSERVED HOLIDAYS		BOARD MEETING DATE	
Thursday, January 1 Monday, January 19	(New Year's Day) (Martin Luther King Day)	January	19
Monday, February 16	(Presidents' Day)	February	16
		March	16
Sunday, April 5	(Easter – <u>Library Only</u> )	April	20
Monday, May 25	(Memorial Day)	May	18
		June	15
Friday, July 3 Saturday, July 4	(Independence Day) (Independence Day – <u>Library Only</u> )	July	20
		August	17
Monday, Sep 7	(Labor Day)	September	21
		October	19
Wednesday, November 11 Thursday, November 26 Friday, November 27	(Veterans Day) (Thanksgiving Day) (Day-After Thanksgiving)	November	16
Thursday, December 24 Friday, December 25 Thursday, December 31	(Christmas Eve) (Christmas Day) (New Year's Eve)	December	21

### **Board of Library Trustees By-Laws (Article IV – Meetings) Section 1:**

*The regular meetings shall be held on the third Monday of each month commencing at 5:00 p.m. at the Central Library or at a specified branch library, unless noticed otherwise. In the event the third Monday of the month is a holiday observed by the City, such regular meeting shall be held on the next business day commencing at 5:00 p.m. at the Central Library unless noticed otherwise. Special meetings may also be held subject to compliance with the provisions of the Ralph M. Brown Act.*

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton

**TITLE:** Arts Master Plan Update

**DISCUSSION:**

Rick Stein, Executive Director of Arts OC, and Pat Wayne, Deputy Director of Arts OC, presented the Arts Master Plan at the November 25<sup>th</sup> City Council Study Session. Reaction from Council was favorable, and input was constructive. Councilman Henn suggested that the project required governance beyond the Arts Commission in order to drive the plan, perhaps the involvement of City Council, adding that the governance structure of the Balboa Village Advisory Committee would be appropriate for the implementation of the arts plan. He labeled the Master Plan a "plan for plan" rather than a completed plan, since Arts OC is calling for a 2nd phase for implementation of the plan.

Councilwoman Gardner and Councilman Petros suggested more public engagement, and noted that the Plan will be subjected to more public scrutiny should it go on the City Council agenda for approval in 2015. Councilman Curry asserted that present arts funding in the City provides "bang for the buck" for residents.

Staff and the Arts Commission are awaiting Council direction in regard to revisions of the plan before it is considered for approval in 2015.

**SECTION 7.1:**

Of particular interest to Library stakeholders is Recommendation 7.1, "Build a bold new unique creative space" which states:

"A strong desire was expressed repeatedly throughout the process that there be a bold and unique space created for the arts. A flexible 350-seat venue was the highest ranked possible use for a parcel of land at Orange County Museum of Art that will be vacated when it makes its future move to Segerstrom Center for the Arts in Costa Mesa. The City's Central Library, with a venue contiguous with the Library itself, was also identified as a potential site. Even if these particular locations cannot be used for this purpose, it was clear that there is a widely felt need for this specific size venue somewhere in the City. In addition, creative spaces that provide the arts community as well as businesses with affordable meeting spaces were ranked highly. Such a space could serve as home to the Library Lecture series and other programs, as well as presentations by the Newport Beach Film Festival, Coastline Art Gallery, Baroque Music Festival, Hutchins Consort, and Southern California Children's Chorus. Music groups in particular would be strong partners and be compatible with Library programming and the Newport Beach Film Festival. It would also be appropriate to consider classrooms and artist studio space as part of such a plan."

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton

**TITLE:** Corona del Mar Branch Update

**UPDATE:**

City Public Works continues to vet the proposals from both firms for the joint use Fire Station/Branch Library facility to submit to City Council for approval. Both firms have submitted proposals for a branch facility that provides 2500 square feet of usable public space, with an additional 1200 square feet allocated for restrooms and mechanical space. Public Works is working with both firms to keep the project within the allocated budget parameters.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).



## What is your vision for the new Corona Del Mar Branch Library?

The City of Newport Beach is currently planning for a new branch library in Corona Del Mar to replace the current branch. The new Corona Del Mar Branch Library is projected to be a joint use facility with Fire Station 5. Library management is committed to creating a vision for the branch that is responsive to community needs.

### 1. What do you like best about the Corona Del Mar Branch?

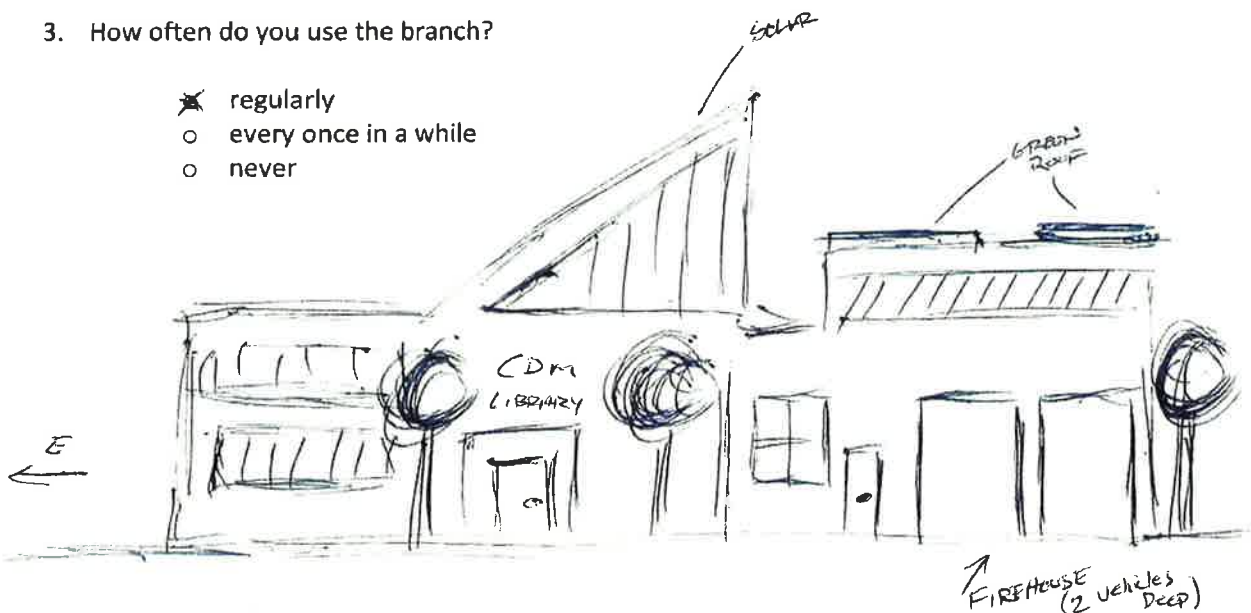
Its location is ideal, the staff are the most amazing, friendly people. It is a light, cheerful, cozy place to visit. My week doesn't feel complete if I haven't stopped by.

### 2. What do you like least about the Corona Del Mar Branch?

While very light, it would still gain by having a raised ceiling in the open reading area. I realize the firemen will have an apartment above, but perhaps some area could be set aside for a pitched ceiling.

### 3. How often do you use the branch?

- ☒ regularly
- ☐ every once in a while
- ☐ never





4. What services, programs and collections would you like to see for children?

Toy collection at Christmas. Continued magic shows, Tuesday readings, and holiday craft activities.

5. What services, programs and collections would you like to see for adults?

Clothing drop off box permanently there for the homeless, readings by authors, writing workshops, book recommends by patrons.

6. What special amenities would you like to see in the branch?

Drinking Water Fountain, stroller parking, bike rack, solar roof, recycled rainwater irrigation, indirect user friendly lighting, padded floor for library workers, window shades for glare, possibly a green roof, outdoor seating. I know that it probably costs a lot more, but is underground parking an option? It could allow for a gym and storage for the firemen.

Questions? Contact Library Services Director Tim Hetherton at [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov) or (949) 717-3810.